



TAKEOFF DIRECT LTD

T/A

TAKEOFF AVIATION ACADEMY

HEALTH AND SAFETY POLICY

VER 1.1.1 - 2018 EDITION

TAKEOFF DIRECT LTD Lancing UK



Health and Safety Policy

This is the Health and Safety Policy Statement of

TAKEOFF Direct Limited

Our policy is to provide and maintain safe and healthy, environment, working conditions, equipment, and systems of works in our workplace. It is also our policy to provide adequate control of the health and safety risks arising from our work activities. We will ensure safe handling and use of substances. We will also provide such information, training, and supervision, as is need for this purpose. We also acknowledge responsibility for the health and safety for other people who may be affected by our work and activities.

It is also our policy is to consult with our employees on matters affecting their health and safety, and it is our policy to prevent accidents and cases of work-related ill health.

The allocation for safety matters and the arrangements that we will make to implement the policy are set out below. The policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, our policy and the way it is operated will be reviewed annually.

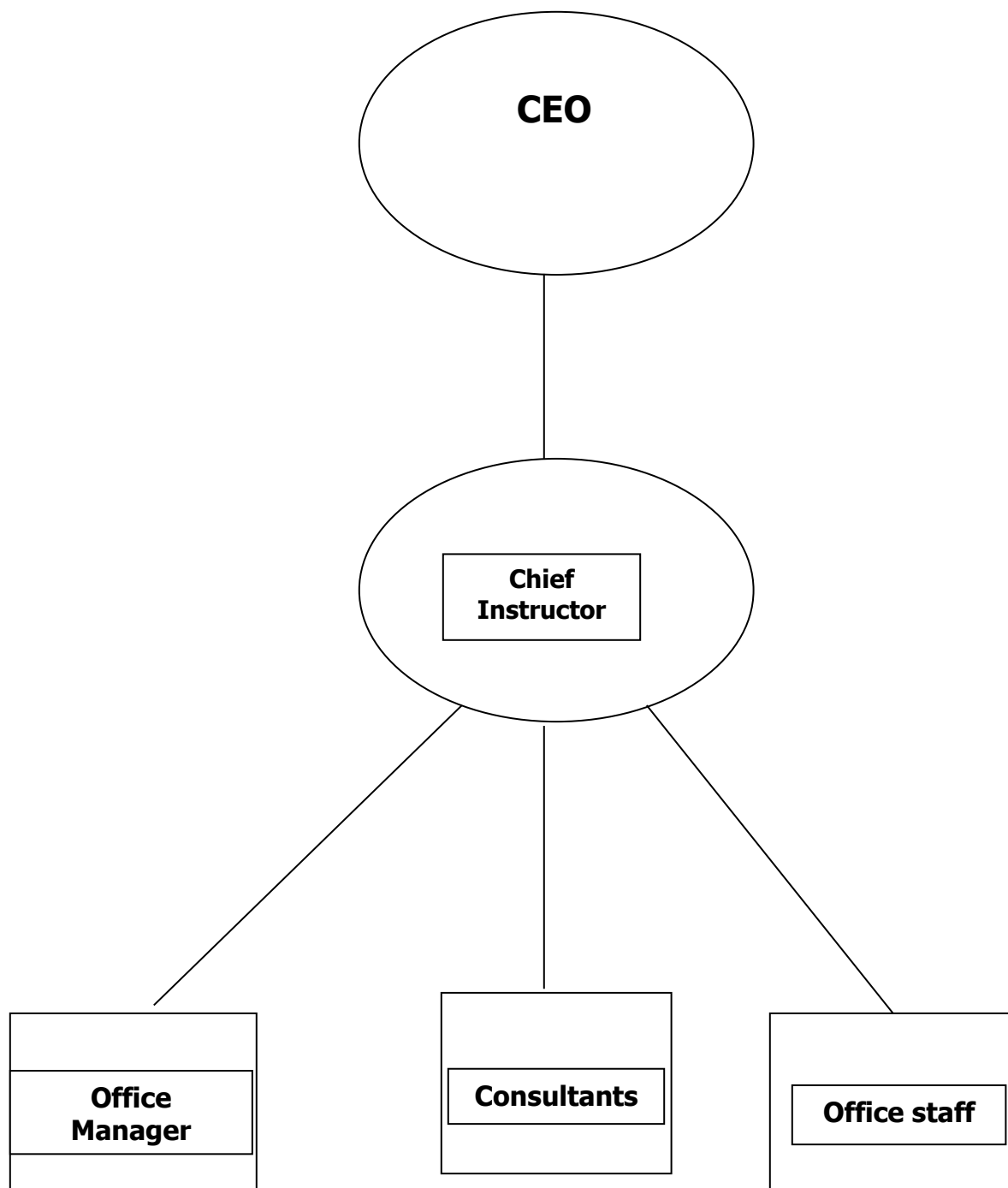
Signed..... *Oliver T Farirayi*

02/05/2018

Date.....

Review Date.....02/05/2021.....

Health and Safety Hierarchy – Takeoff Direct LTD



Responsibilities

CEO has overall responsibility for health and safety in the Organisation.

The Director Training and Standards (**DTS**) is responsible for ensuring that all matters relating to health and safety are addressed within the Organisation and that the policy is kept up to date and reviewed regularly. He / she is also responsible for the implementation of the Health and Safety Policy, the co-ordination of the undertaking of risk assessments, and the implementation and monitoring of any controls which are imposed because of the risk assessments.

The **DTS** has day-to-day responsibility for ensuring that the health and safety policy is put in to practice and that any controls are put in to practice or are carried out.

The following people have responsibility for ensuring health and safety standards are maintained / improved in the following areas:

All employees and students have the responsibility to co-operate with the Organisation to achieve a safe and healthy workplace and to take reasonable care of themselves and others and not to interfere with anything provided to safeguard their health and safety. An employee or student has a responsibility to let the **DTS** know if there is a matter relating to health and safety that should be brought to their attention for action.

Health & Safety Advisor / Workplace Safety Advisor

DTS is responsible for health and safety matters and will be available to advise on health and safety matters.

Health & Safety Representative

The Organisation will designate one person on each Site to be the Site Health and Safety Representative.

The following person is the Site Health and Safety Representatives:

Position	Site
Office Manager	Brooklands House

The Site Safety Representative will ensure that all safety procedures are adhered to and will report areas of non-compliance to the **CEO**.

Implementation of Policy

The **DTS** or Safety Advisor will ensure that all employees have access to the Health and Safety Policy that is located Suite 3. Each employee will be given a copy of the general policy on commencement of his or her employment.

The DTS will ensure that all employees/students are given a copy of the Health and Safety Policy and will keep and maintain records that staff and students have received a copy of the policy.

Risk Assessments

Risk assessments will be undertaken for all members of staff, students and members of the public in view of the work activities and systems annually. The results of the risk assessments will be recorded in writing, safety procedures produced and implemented to ensure adequate levels of health safety and welfare.

Risk assessments are to be reviewed regularly to ensure that they are still appropriate to the tasks covered. They will also be reviewed when a new member of staff joins, new equipment is installed, when a new system of work set up or when the business or Organisation changes premises.

The DTS shall be responsible for all risk assessments as required by the Management of Health and Safety at Work Regulations 1999.

The results of any risk assessment shall be recorded and kept in Suite 3 and will be the responsibility of the Office Manager

The findings of the risk assessments will be reported to **CEO**

Action required to remove or control the risks identified will be approved by **CEO** who will be responsible for ensuring that any required action is implemented.

Assessments will be reviewed every year or when the work activity changes, whichever is soonest.

Identify people who might be harmed by the hazard, including employees and students, other workers in the workplace and members of the public. Do not forget the cleaners, external maintenance Contractors, and other visitors. It is also necessary to identify groups of employees who may be particularly at risk, such as young or inexperienced employees, new and expectant mothers, out of hours activities, home workers, those who work alone and disabled staff.

Accidents, First Aid, Ill Health and Near Misses

The First Aid Box is kept at:

G17 - Brooklands House

The **Building Supervisor** is responsible for First Aid responses although we also keep a first Office box in the office

All injuries, incidents, and dangerous occurrences at work involving employees or members of the public must be reported and recorded in the Accident Book.

The Accident Book is kept at Suite **3 - Brooklands House**

Major accidents or incidents must be reported to the Enforcing Authority quickly by phone or fax. These and other specified injuries or incidents must also be reported by submitting a completed F2508 report form to the Authority within ten days of the incidents. The Regulations also require the notification of non-consensual violence to a person at work and any incident that results in a member of the public having to go directly to hospital is reportable.

The Office Manager is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority. The enforcing authority for this organisation is:

Environmental Health, Adur Borough Council,

Tel: 01273 263331 **email:** environmental.support@adur-worthing.gov.uk

Any incident under the above Regulations can also be reported in a variety of ways:

- By telephone on 0845 300 9923 (local call rate);
- By fax on 0845 300 9924;
- By email to: riddor@natbrit.com via the Internet at www.riddor.gov.uk ;
- Or by post;
- Directly to Tandridge District Council (by telephone and then by post on Form 2508 or 2508A); or
- By sending report forms to the Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG.

The **DTS** is responsible for investigating any incidents, injuries or dangerous occurrences and is also responsible for advising the **CEO** of any measures that need to be put in place to minimise the risk of any incidents reoccurring.

The **Office Manager** is responsible for acting on investigation findings to prevent a recurrence.

Emergency Procedures – Fire and Evacuation

Owners of Brooklands House are responsible for ensuring that the Fire Risk Assessment is undertaken and implemented.

Welfare

It is the policy of the Organisation to provide enough clean, suitably ventilated toilets and washbasins with hot and cold running water, soap and drying facilities for those expected to use them though the owners of Brooklands House.

The Organisation will provide drinking water and ensure that it is free from contamination, accessible by all employees, ensure that cups or a drinking fountain is provided and that taps and containers are clearly and correctly labelled as drinking water.

The Organisation shall ensure that there is a suitable seating area for workers and students to use during breaks, that it is kept clean and stored where food will not get contaminated.

It is the Organisation's policy to provide a working environment where people can work without being irritated by tobacco smoke.

Any issues regarding toilet facilities, drinking water or other welfare facilities should be reported to **CEO**

The policy of the Organisation is to maintain in efficient working order, the workplace, certain equipment, devices and systems. Any defect or fault regarding the workplace, certain equipment, devices and systems should be reported immediately to **CEO** will be responsible for ensuring that any defect or fault is rectified and that records are kept and maintained of any action required or work that is undertaken.

Information, Instruction and Supervision

The Health and Safety Law Poster is displayed at / leaflets are issued by:

The Centre's Management

A Copy of the Organisation's Certificate of Employers Liability Insurance will be displayed in the **Main Office G17).**